## CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: FN069			
Classification Specification: <u>ACCOUNTING MANAGER</u>			
Salary Range:NR 47 - Management Benefits Level B			
Position Title: <u>Accounting Manager</u>			
Incumbent:			
Location: Finance Department – Accounting Division			

#### **GENERAL PURPOSE:**

Under the direction of the Finance Director or designee, plan, organize, and manage the operations of the Accounting Division of the Finance Department. The incumbent is responsible for overseeing the accounting functions including accounts payable, general ledger, union environment payroll, benefit and related tax processing and reporting, daily cash flow and investment management, as well as participation in the CAFR preparation. The incumbent is also an automation team member assigned to ensure successful conversion of accounting and payroll systems to new automated Enterprise Resource Planning (ERP) systems. Incumbent must possess a demonstrated ability to manage and motivate others.

Work is characterized by a substantial amount of managerial, administrative, and supervisory functions to ensure effective operation of the Accounting Division. The incumbent is responsible for the maintenance and review of the City's accounting processes and procedures to ensure efficiency and compliance with applicable federal, state, and local laws, regulations, policies, and procedures, GAAP, GASB, BARS, and the City's labor agreements. Incumbent must possess a high level of integrity and honesty as well as strong customer service approach.

Work is performed under managerial direction. The supervisor provides the incumbent with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objective's and conformance with departmental policy, practice, and/or objective.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Manage the Accounting Division of the Finance Department by planning, organizing, and directing the daily activities and workflow of employees engaged in performing general ledger, accounts payable, payroll, payroll benefits and taxes, daily cash flow and investment management, and financial reporting duties; and provide motivation, leadership, team building, mentoring, training, and direction for the assigned workgroup.

Develop and report statistical performance measures that demonstrate the Accounting Division or City outcomes.

Directly supervise employees in accordance with the City's policies, procedures, and applicable laws. Responsibilities include, but are not limited to, interviewing, hiring, and training employees; motivating, planning, assigning, and evaluating work; appraising performance; addressing complaints, disputes, and grievances; resolving problems; implementing rewarding and disciplinary actions; approving/scheduling leave time; and recommending promotions and termination as appropriate.

Ensure the City's financial and accounting policies, procedures, and practices are in compliance with federal, state, and local laws, codes, and regulations; maintain conformance with GAAP, BARS, and GASB standards; and establish and/or document new or revised accounting policies and procedures as appropriate.

Identify opportunities for improving accounting, reporting, and payroll service delivery; develop, recommend, and implement improvements to the financial systems and processes of the City.

Create a work environment that is supportive of employees, and allows for and helps employees to grow in their positions through mentoring.

Support and participate in the development and maintenance of the City's Chart of Accounts.

Responsible for the auditing and balancing of all City financial transactions including journal entries, accounts payable, account receivable, payroll, utility billings, daily cash flow and investment management, and other accounting processes; and ensure that data is documented, timely and appropriately for various ledgers, journals, and other reports in accordance with GAAP, GASB, and BARS.

Responsible for the complex processing of all City employees' payroll; timely and accurately calculating pay checks, leave, and benefits accruals; processing garnishments; the accurate reporting and paying of taxes, retirement, and other payroll deductions; ensuring all system processes that relate to pay are updated timely and accurately; and ensuring compliance with applicable laws, policies, and labor agreements.

Responsible for the accurate processing, payments, costing, and reporting of all City benefits including employee benefits, retirement, and deferred compensation and payroll taxes including federal tax withholding, OASI, and related taxes.

Responsible for the oversight of the daily cash flow and investment management to reasonably assure adequate funds are available for operating and capital needs; assure that excess funds are invested in a timely manner and in compliance with federal and state laws and City ordinances; oversee accounting of all investments and cash transfers including the internal inter-fund transfers.

Participate as a team player in the implementation and ongoing enhancements for the complex new ERP automation of financial systems, payroll, and human resources systems. Participate in system training, decision making, testing, problem solving, and

conversion to new software. Responsible for clarifying, summarizing, and resolving issues relating to specific assigned modules or processes.

Responsible for the scheduling of year-end closing and opening processes and assist with the preparation of the comprehensive annual financial report (CAFR) and other financial statements with other Finance Management personnel.

Responsible for the overall analysis and reconciliation of the City's asset and liability accounts and subsystems, payroll and voucher checks, and receipts received from various systems; and prepare and approve journal entries and adjustments as needed.

Responsible for the overall review and approval of journal entries and financial data for posting to general ledger, special ledgers, and other fiscal records to reflect accurate accounting and distribution of income and expenses to appropriate accounts; oversee the preparation of complex monthly and annual closing entries and analysis.

Responsible for working with the City's Auditor(s) to establish, maintain, and reasonably assure the City's internal control procedures and practices are in compliance with accounting regulations, codes, and standards; assist with the annual State audit.

Prepare, manage, and monitor the Accounting Division's annual budget.

Consult with the Finance Director on short and long-range planning of the division's budget; staff projections; and goals, policies, procedures, and practices.

Oversee the Fire Relief and Pension Accounting procedures; responsible for reporting to board, processing checks, retroactivities, adjustments, and COLA's.

Perform all professional accounting duties within area of responsibility and other special projects as assigned.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

### PERIPHERAL DUTIES:

Perform related duties as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES:

## KNOWLEDGE OF:

- Generally Accepted Accounting Principles (GAAP)
- Government Accounting Standard Board (GASB) Statement
- Budgeting, Accounting, and Reporting System (BARS)
- Comprehensive Annual Financial Report (CAFR) principles and procedures
- Governmental accounting, budgeting, and reporting principals and practices
- Municipal investment laws and regulations
- Principles and practices of cash flow, investment, and financial management

- Current literature, tends, and developments in the field of Accounting
- Methods, principles, and practices of effective conflict resolution
- Applicable federal, state, and local laws, regulations, codes, and ordinances
- Business and tax laws, rules, and regulations related to municipal accounting
- Methods, procedures, policies, rules, and current practices affecting the development, maintenance, and control of financial and accounting systems
- Principles and practices of supervision, organization, training, and performance evaluation
- Analysis of complex financial statements and reports
- Computer systems and applications related to accounting and auditing functions
- Automation processes including the review, procurement, implementation, and maintenance of automated financial systems and programs
- City organization, operations, policies, objectives, and procedures
- Technical aspects of accounting
- Correct English usage, grammar, spelling, punctuation, and vocabulary

#### SKILLED IN:

- Applying principles and practices of leadership, teambuilding, motivation, and common sense management techniques
- Management and supervision of assigned staff, projects, and work responsibilities
- Effectively organizing and expressing ideas through the use of oral and written communications
- Effectively using interpersonal skills in a tactful, patient, and courteous manner
- Operation of a personal computer and related complex software including spreadsheet, database and presentation programs
- Application of research and analysis methods to define and resolve financial issues
- Application of internal control methods, procedures, and management

## **ABILITY TO:**

- Exercise a high degree of independent judgment in defining and resolving issues, policies, and procedures within scope of authority
- Establish and maintain trust, confidence, and effective working relationships with assigned staff, co-workers, elected officials, managers, supervisors, employees, and the public
- Work effectively of several projects concurrently
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures
- Communicate effectively both orally and in writing
- Perform a wide variety of professional accounting duties
- Analyze and prepare a variety of complex records, reports, and other financial documents including financial statements, technical financial reporting, and special reports and projects as assigned
- Work confidentially with discretion
- Define problems, collect data, establish facts, and draw valid conclusions; apply common sense understanding to solve practical problems
- Meet schedules and timelines
- Work independently with little direction and make decisions with broad guidelines

- Provide technical expertise and information regarding accounting principles, practices, and policies
- Develop, modify, and recommend improvements in existing accounting procedures and introduce new procedures to expedite system
- Understand complex rules, regulations, and contracts from the IRS, State, City, and employee unions
- Operate a personal computer, calculator, and related office equipment
- Demonstrate ability to positively interact with diverse individuals to accomplish a common goal
- Effective presentation of information to groups of managers and employees
- Respond to common inquiries or complaints from personnel, regulatory agencies, or the public
- Develop, and implement missions, strategic goals, and objectives for the assigned division
- Add, subtract, multiply, and divide; compute fractions, ratios, percentages, and proportions, draw and interpret graphs and charts; and apply these concepts to practical situations

# EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in Accounting, Finance, Public Administration, or related field;

and

Experience: Five (5) years of professional governmental accounting experience including two

(2) years of lead/supervisory experience;

Or: In place of the above requirements, the incumbent may possess any combination

of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities

listed above.

## LICENSES AND OTHER REQUIREMENTS:

- Certified Public Accountant (CPA) and/or Certified Government Financial Manager (CGFM) is highly desirable
- Must have experience in complex payroll, general ledgers, and financial reporting
- Knowledge of and experience with principles and practices of cash flow and investment management
- Knowledge of laws and regulations governing municipal investment
- Must have experience working in a team to develop and/or implement automated payroll/financial computer systems
- Participation in conversion to automated ERP system desirable
- Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment

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MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer, telephone, fax and copy machine, calculator, and projector.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use arms, hands, and fingers to reach, handle, feel, or operate objects, materials, tools, equipment, or controls. The employee is frequently required to sit, talk, and hear normally with or without mechanical assistance. The employee is occasionally required to lift in excess of 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.

## WORKING CONDITIONS:

Work is performed in a typical office environment. The incumbent may be exposed to individuals who are irate or hostile and may be subject to long hours due to the attendance at evening meetings. The noise level in the work environment is usually moderate.

SIGNATURES:				
Incumbent's Signature	Date	Supervisor's Signature	Date	
Approval:				
Department Director/Designee	Date	Employee Services Director/De	esignee Date	

\*\*Note: This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised: 3/1/07